



Import an Accounting Code

The **Check Capture Administrator**, **Check Capture Supervisor** and **Accounting Specialist** import accounting codes by following the steps below.

To import an accounting code, complete the following steps:



Application Tip

You can download Treasury Account Symbols (TAS), for import from the Shared Account Module (SAM) site at:
<https://www.sam.fms.treas.gov/sampublic/tasbetc.htm>.

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the top-level organization endpoint for which you want to import accounting codes. The *Step 2 of 4: Import from File* page appears.
4. Select the type of accounting code to import into the system and browse to its location and click **Import**. The *Step 3 of 4: Select Accounting Codes* page appears.
5. Update the list of accounting codes that will be imported into the system and click **Next**.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest-level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

You can update the details by

- Clicking the **TAS** checkbox to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
 - Entering the details in both the **Agency Accounting Code** and **Description** text boxes
 - Checking the Skip Selected box to skip saving any of the imported accounting codes
6. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.

7. A *Confirmation* page appears showing that the accounting codes have been imported. Simultaneously, accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.